

PERSONNEL COMMITTEE MEETING

June 23, 2016

The meeting of the Personnel Committee was called to order by Chair Joe Gonyo at 6:00 PM on Thursday, June 23, 2016 in the County Board Room, Green Lake County Government Center, Green Lake, WI. The requirements of the open meeting law were certified as being met. The Pledge of Allegiance was recited.

Present: Joe Gonyo
Robert Schweder
Sue Wendt
Paul Schwandt
Robert Lyon

Also Present: Marge Bostelmann, County Clerk
Harley Reabe, Board Chair
Mark Putzke, Chief Deputy
Amy Brooks, Highway
Dawn Klockow, Corporation Counsel
Joy Waterbury, Supervisor
Linda Van Ness, HHS
Kathy Munsey, Health

AGENDA

Motion/second (Schwandt/Schweder) to approve the amended agenda. Motion carried.

MINUTES

Motion/second (Wendt/Schwandt) to approve the minutes of May 26, 2016 as presented. Motion carried.

CORRESPONDENCE

Letter from Wisconsin Professional Police Association regarding Opening of Contract Negotiation

JOB DESCRIPTIONS – None

LIMITED TERM EMPLOYEE (LTE) FOR 2016 – BRIDGE INSPECTIONS AT HIGHWAY DEPARTMENT

Brooks explained that Chuck Buss who has retired from Green Lake County and was the bridge inspector is willing to do it as an LTE.

Motion/second(Lyon/Schweder) to approve Chuck Buss as a LTE for bridge inspections. Motion carried.

JOB DESCRIPTIONS/FILL VACANT POSITIONS

- Code enforcement officer if Land Use Planning Director is hired from within:
Bostelmann explained that if the Land use Planning Director position is filled from within a vacancy will occur. This approval will allow the process to move forward without waiting an extra month for approval.

Motion/second(Schwandt/Lyon) to approve filling the position if the Land Use Planning and Zoning Director is filled from within. Motion carried.

- Substance Abuse Therapist: Linda Van Ness explained the position and the need for the position to be filled.

Motion/second(Schwandt/Schweder to approve filling the position. Motion carried.

- Public Health Nurse/Health Educator: Kathy Munsey explained the position and the need for the position to be filled. The job description will include health educator responsibilities.

Motion/second(Wendt/Lyon) to approve the job description change and filling the position. Motion carried.

- Fox River Industries Lead Bus Driver: Linda Van Ness explained the position and the need for the position to be filled.

*Motion/second(Lyon/Schwandt)*to approve filling the position. Motion carried.

STANDARD MEASURE PERIOD FOR HEALTH INSURANCE BENEFITS

Bostelmann explained this is a requirement of the Affordable Care Act. Bostelmann proposed that December 1st to November 30th be the standard measurement period for health care benefits. Discussion held.

Motion/second(Schweder/Lyon) to approve the standard measure as proposed.

VOLUNTARY UNPAID LEAVE REQUEST – None

RESOLUTIONS/ORDINANCES – None

UPDATE WAGE CLASSIFICATION STUDY

Bostelmann presented an update of 20 benchmark positions for Committee review. The Committee would like a representative from WIPFLi be invited to next month's Committee meeting to discuss the process to update the wage study.

MONTHLY VOUCHERS – None

CLERK'S REPORT

Employee Recognition Policy

Bostelmann presented a draft policy for approval. This will be included in the Personnel Policy and Procedures Manual. It was suggested to recognize veterans on Veterans Day, list names.

Motion/second(Wendt/Schwandt) to approve the policy and adding veterans. Motion carried.

CONSIDER MOTION TO CONVENE INTO CLOSED SESSION:

Motion/second(Schwandt/Schweder) to move into closed session pursuant to Wis. Stat. section 19.85(1)(c) to consider employment, compensation or performance evaluation data of specific public employees over which the governmental body has jurisdiction or exercises responsibility. The closed session relates to employee departmental investigation – Highway employees and HHS Employee.

Wis. Stat §19.85 (1) (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. This closed session relates to HHS employee benefit. Roll call vote, 5 ayes, 0 nays, motion carried.

RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON MATTERS DISCUSSED IN CLOSED SESSION

Motion/second(Lyon/Schweder) to resume open session. Roll call vote, 5 ayes, 0 nays, motion carries.

No action

COMMITTEE DISCUSSION

- Future meeting date: July 21, 2016 at 6:00 PM.
- Future Agenda items for action & discussion:

ADJOURNMENT

Gonyo adjourned the meeting at 7:50 PM.

Submitted by,

Marge Bostelmann
County Clerk